

BIDS

PROJECT REVIEW TEAMS

MEMORANDUM

TO Mr. Warren R. Turner  
Project Engineer  
Surface Design  
Review & Specifications Unit  
Bureau of Special Engineering

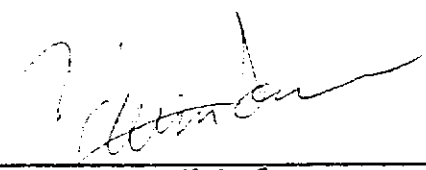
FROM Mr. Edwin Jones, Chief  
Bureau of Special Engineering

SUBJECT Rejection of Bids DATE 11-2-78 TELEPHONE NO. 2-3201

As soon as it is apparent that bids for any particular Project should be rejected, the Specifications Engineer will confer with E. JONES ~~me~~ to ensure that this is the course of action to be taken.

Bureau of Contract Administration (J. Oswald) should then be notified to prepare the Department Action Slip (Form AD-12) for Rejection of Bids and to also contact the bidder in order that the work of preparing and submitting the affirmative action plan for a Minority Business Enterprise Program need not be wasted.

W. TURNER ~~You~~ should also be made aware of this course of action to reject bids in order that ~~you~~ <sup>his</sup> or ~~your~~ <sup>his</sup> representative at the MBE Goal Utilization Committee meeting would not have to take unnecessary time reviewing and approving the affirmative action plan if one had been submitted for that Project.

  
Edwin Jones, Chief  
Bureau of Special Engineering

EJ:WRT:vh

cc: J. Freidenrich  
F. Parker  
B. Carter  
J. Oswald